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3 August 1954

MEMO FOR THE RECORD

SUBJECT: Move of the Records Center

The following persons were present at a meeting held in the Records Center at 2:00 PM, 2 August 1954.

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Trans. Div./LO
[REDACTED], Trans. Div./LO

SO
Supply Div./LO
S. Div./LO
Records Mg't/MS
Records Mg't/MS
Records Mg't/MS

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The subject of discussion was the impending move of the Records Center to [REDACTED] Mr. [REDACTED] were 25X1A9a

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furnished figures on weights and measurement of records and equipment to be moved. Mr. [REDACTED] will be the project lead man for Trans. Div./LO. The Records Management representatives explained that the time consumed by the move would vary directly with the availability of labor for shelving records as fast as they are moved into the new building. Mr. [REDACTED] 25X1A9a

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[REDACTED] agreed that plans for the move should be geared to the target date of 3 January 1955.

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Messrs [REDACTED] stated that an escort car would be furnished for each truck load by SO. They also interposed no objection to the use of contract labor for erecting all shelving [REDACTED] nor to the employment of GSA laborers on the Headquarters end of the move.

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